



**CITY OF KIRKLAND**  
**Department of Public Works**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3800  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

---

**MEMORANDUM**

**To:** Jon Regala, Senior Planner

**From:** Thang Nguyen, Transportation Engineer

**Date:** September 4, 2013

**Subject:** Google Phase II, Review of the SRM Development Traffic Impact Analysis  
File No. TRAN12-01270

This memo is a summary of Public Works staff review of the traffic impact analysis report for the proposed SRM office development. Public Works staff's recommendation of approval is summarized at the end of this memo.

**Project Summary**

The applicant is proposing to construct a new 180,000 square foot office building at the former 28,400 square foot PACE Chemical Manufacturing site, 451 7th Avenue South. The project is forecasted to generate 180 PM peak hour net new trips. Access to the site will be directly from 7th Avenue S/5th Place S and from 6th Street South via the existing Google campus south driveway. The applicant proposes a two-level parking garage with 721 parking stalls. Connection between the existing Google campus and the new building will be via an at-grade vehicle crossing, and at-grade pedestrian crossing and a pedestrian overpass across the Cross Kirkland Corridor. The City and SRM have entered into an agreement describing the improvements on the CKC.

**Trip Generation**

As described in the traffic impact analysis report, the trip generation was calculated based on local trip generation rates from traffic counts at the existing Google campus in Kirkland (747, 777, and 787 6th Street South). Staff agrees and approved using the local trip generation rates. The proposed project is forecasted to generate a net new of 1,684 daily, 207 AM peak hour and 180 PM peak hour trips. Details of the trip generation calculation are documented in the traffic impact analysis report prepared by William Popp Associates dated July 18, 2013.

**Traffic Concurrency**

The proposed project was tested for traffic concurrency and passed. A concurrency test notice of approval was issued on October 29, 2012. The project concurrency test notice expires on October 29, 2013 unless either a complete building permit is submitted, a development permit is issued or an extension is granted. If the concurrency test notice expires, the applicant is required to resubmit for traffic concurrency testing.

Once the development receives its development or building permit and its concurrency test notice is still valid, then the development is considered to have received its "concurrency

Memorandum to Jon Regala  
September 4, 2013  
Page 2 of 14

certificate" status. A concurrency certificate is valid for 6 years or until the associated development or building permit expires, whichever occurs first.

### **Traffic Concurrency Appeal**

The concurrency test notice may be appealed by the public or by an agency with jurisdiction. The concurrency test notice is subject to an appeal until the SEPA review process is complete and the appeal deadline has passed. Concurrency appeals are heard before the Hearing Examiner along with any applicable SEPA appeal. For more information, refer to the Kirkland Municipal Code, Title 25.

### **Traffic Impacts**

The traffic report was completed as directed by Public Works staff and followed the City of Kirkland TIA guidelines. Project traffic distribution and assignment were estimated using the City's BKR Traffic Model.

The City's Traffic Impact Analysis Guidelines (TIAG) requires a level of service (LOS) analysis using the Highway Capacity Manual Operational Method for intersections that have proportionate share equal or greater than 1%. Based on the proportionate share calculation the following twelve (12) intersections met the 1% proportionate share threshold and were further analyzed for level of service, operation and safety for both AM and PM peak hours:

- 1) 108th Ave NE/NE 68th Street
- 2) NE 85th Street/114th Ave NE
- 3) Kirkland Way/6th Street South
- 4) NE 70th Street/132nd Ave NE
- 5) NE 70th Street/116th Ave NE
- 6) NE 72nd Pl/I-405 SB Ramp
- 7) 6th Street South/North Google Campus driveway
- 8) 6th Street South/South Google Campus driveway
- 9) 6th Street South/5th Place S
- 10) 6th Street South/9th Ave S
- 11) 6th Street South/5th Ave S
- 12) 6th Street South/Kirkland Ave

### *Mitigation Threshold*

The City requires developers to mitigate traffic impacts when one of the following two conditions is met:

1. An intersection level of service is at E and the project has a proportional share of 15% or more at the intersection.
2. An intersection level of service is at F and the project has a proportional share of 5% or more at the intersection.

Of all intersections analyzed, only the intersection of 108th Avenue NE/NE 68th Street has 5% proportional impact or more. It is calculated that the intersection of 108th Avenue NE/NE 68th Street will operate at LOS-D which doesn't trigger traffic mitigation according to the City of Kirkland LOS mitigation threshold. All intersections with less than 5% proportional impact are not required to be mitigated for traffic impact.

Memorandum to Jon Regala  
September 4, 2013  
Page 3 of 14

Three analyzed intersections are calculated to operate at LOS-F in 2017 with the full occupancy of the proposed project. Those intersections include:

6th Street South/Kirkland Way  
6th Street South/9th Avenue South  
6th Street South/Kirkland Avenue

*6th Street South/Kirkland Way*

6th Street South/Kirkland Way is forecasted to operate at a LOS-F with or without the proposed development. The northbound traffic at this intersection backs up significantly during the PM peak hour. The additional SRM development traffic will exacerbate the congestion. Staff recommends signaling the intersection prior to the occupancy of proposed Google Phase II.

The developer, SRM, recognizes the benefit to Google and the neighborhood and has proposed to install a traffic signal at the intersection prior to occupancy of the new Google building. Because the intersection contributes to system capacity, a credit to road impact fees will be given for the cost of this project.

*6th Street South /9th Avenue South*

The intersection of 6th Street South /9th Avenue South will operate at LOS-F with or without the proposed development for the westbound to southbound left-turn movement from 9th Avenue South during the PM peak hour. The Everest neighborhood is concerned the additional traffic from the development will worsen the ability for traffic from 9th Avenue South to enter onto 6th Street South. Furthermore, the Neighborhood has concerns about pedestrian safety near 9th Avenue South where pedestrians cross 6th Street South to use the bus stop south of 9th Avenue South. In response to the neighborhood concerns, SRM has volunteered to install a traffic signal at 6th Street South/9th Avenue South to improve the level of service at that intersection. Crosswalks will be provided with the traffic signal to provide a controlled pedestrian crossing. The City supports SRM proposed signalization of 6th Street South/9th Avenue South.

*6th Street South /Kirkland Avenue*

The intersection of 6th Street South /Kirkland Avenue- the westbound to southbound left-turn movement from Kirkland Avenue to 6th Street South is forecasted to operate at LOS-F with the proposed development during the PM peak hour. In looking at the existing developments along Kirkland Avenue east of 6th Street South, those developments generate less trips than the westbound traffic volumes. Thus, it appears that some of the westbound left-turn traffic volume may be by-pass traffic from Kirkland Way avoiding the congested intersection of 6th Street South/Kirkland Way. With the proposed signalization of 6th Street South/Kirkland Way improvement, it is expected that there will be less congestion at 6th Street South/Kirkland Way; therefore, there would be less cut-through traffic using Kirkland Avenue and the level of service at 6th Street South/Kirkland Avenue would improve. Staff does not recommend improvements at this intersection.

**Project Access and Driveway Operation**

Three points of access are proposed for the development. One is a driveway directly off 7th Avenue South (this street turns into 5th Place South as it oriented North) with restrictions to

Memorandum to Jon Regala  
September 4, 2013  
Page 4 of 14

prevent access to and from the west via 7th Avenue South. The driveway will be designed with turn restrictions. As shown on Figure 14 of the traffic report, c-curb will be installed so that project traffic cannot exit and turn left to 7th Avenue South and the driveway will be designed so that traffic cannot enter the site from the west via 7th Avenue South. This will force project traffic to access from 5th Place South via 6th Street South. It is anticipated that most of the traffic to and from the north would access the parking garage using this driveway. Final detailed design of the driveway and c-curb will be submitted to Public Works for review and approval prior to the occupancy of the building. AM and PM peak hour level of service was calculated for this driveway. The LOS analysis forecast that this driveway will operate at a good level of service, LOS-A during the AM and PM peak hours. The driveway will be designed to meet the City of Kirkland safe sight distance requirements. Roadway signs shall be installed to restrict commercial trucks from accessing the site from 5th Place South. Trucks will be required to access the site from 6<sup>th</sup> Street South.

An emergency access driveway is also proposed along the project site's west property line accessible via 7th Avenue South. This driveway will be closed with bollards and only be used by emergency vehicles. The driveway will be designed to meet the City of Kirkland driveway guidelines and safe sight distance requirements.

Project traffic to/from the south of the development will access the site via the existing south driveway of the existing Google Campus off 6th Street South. This driveway is calculated to operate at LOS-B or better during the AM and PM peak hours with the development traffic as currently configured.

A traffic signal warrant study was completed for this driveway where the largest amount of the Google traffic is expected to be. The warrants include Warrant 1A, 1B, 1A/1B, 2, and 3 (Minimum Vehicular Volume warrant, Interruption of Continuous Flow warrant, Combined warrant, Four Hour warrant and Peak Hour Volume warrant, respectively). Only the Peak Hour Volume warrant was partially met. The City typically requires all warrants to be met.

In response to the Everest neighborhood concern about the development traffic impacting 9th Avenue South, SRM is proposing to signalize the intersection of 6th Street South/9th Avenue South to improve westbound left-turn traffic from 9th Avenue South. The traffic signal would also provide safer pedestrian crossing. Staff supports SRM proposal to signalize 6th Street South/9th Avenue South.

### **Connection through the Cross Kirkland Corridor**

An at-grade vehicular connection between the two campuses is proposed at the Cross Kirkland Corridor (CKC). The proposed connection would be toward the south property line in alignment with the existing Google campus driveway off 6th Street South. Vehicle traffic will be controlled by STOP signs. Pedestrian and bicycle warning signs will be installed per MUTCD and AASHTO guidelines to warn vehicle and CKC traffic. The crossing is proposed to be designed to slow vehicular as well as bicycle traffic. Pavement marking will highlight the crossing per MUTCD and AASHTO guidelines. The non-motorized corridor will have the right-of-way; project traffic will have to yield to traffic on the CKC. The crossing will be lit to provide safe visibility. This crossing will be designed in coordination with the CKC Master Plan.

Memorandum to Jon Regala  
September 4, 2013  
Page 5 of 14

It is too early to provide sight distance analysis for the crossing because substantial grading will be done with the land surface modification of the project site. The crossing will be design to meet City's guidelines and provide a safe sight distance for trail and driveway users. Final design and sight distance analysis of the crossing shall be submitted for staff review and approval prior to constructing the crossing.

A level of service and operational analysis was completed for the trail crossing. It is forecasted that there will be approximately 840 vehicles crossing per day with approximately 120 vehicle crossings during a peak one hour. Assuming a very conservative combined 600 trail users in both directions with 500 users in the peak hour and peak direction the vehicular level of service at the crossing would be LOS-C with a maximum queue length of approximately three vehicles and an average vehicle delay of approximate 17 seconds. Since trail users will have the right of way, there is no delay to trail users. There is no need to signalize the crossing at this time, but the crossing design should take eventual signalization into account.

There will also be two pedestrian connections between the two buildings; one at-grade and an overpass. These crossing connections will be designed in coordination with the CKC Master Plan.

### **Other Neighborhood Traffic Concerns**

#### *Queuing at NE 68th Street*

The Everest Neighborhood has commented that the short southbound Left-turn lane at the intersection of NE 68th Street/108th Avenue NE creates queues that back up beyond 9th Avenue South. Without a refuge lane on 6th Street South, the southbound queue on 6th Street South restricts the ability for westbound vehicle from 9th Avenue South to make a left-turn to enter the southbound traffic stream on 6th Street South during the AM and PM commute peak periods. During other times of the day, traffic from 9th Avenue South can enter 6th Street South without significant delay. The City's traffic engineering staff is in the process of analyzing and reprogramming the signal at NE 68th Street/108th Avenue NE to lessen the southbound queue. If necessary, staff will lengthen the southbound left-turn lane to provide a refuge lane and more capacity. However, lengthening the left-turn lane requires removal of the on-street parking between NE 68th Street and 9th Avenue South. As discussed earlier, the traffic signal proposed by SRM for 6th Street South/9th Avenue South will mitigate westbound left-turn delay from 9th Avenue South. Therefore, it may not be necessary to extend the southbound left-turn lane at NE 68th Street.

#### *On-street Parking*

Residents have raised concerns about bus commuters parking along 9th Avenue South and 6th Street South and blocking driveways and creating a narrow roadway on 9th Avenue South. This issue is an existing issue and is not created by the proposed development. Under SEPA rules, the City cannot require a developer to mitigate traffic issues that are not created by development. Thus, City staff have and will continue to work with the neighborhood to find a feasible solution outside of the SEPA process for the proposed development.

#### *Sidewalk Connections*

Memorandum to Jon Regala  
September 4, 2013  
Page 6 of 14

Google, the tenant of the proposed development is required to reduce commute trips and promote alternative transportation. Several Google employees that walk to work have expressed concerns about missing segments of sidewalk on 6th Street South north of the project site. There is also a missing segment of sidewalk on 7th Avenue S to the west of the project site. The two missing links are beyond the development's frontage. Thus, the City cannot require the SRM to construct those segments as standard frontage improvements. These two segments of missing sidewalk, if constructed, would provide safe pedestrian connections to the proposed development and help to complete the sidewalk system in the Everest and Moss Bay neighborhood. The City is competing to obtain grant funding for constructing the missing link on 6th Street South. Based on discussions with the applicant, if the City receives a grant, SRM would contribute the necessary matching fund required to obtain the funding. If the City is not successful in getting a grant, SRM has volunteered to complete those missing segments of sidewalk as public benefits and as support to Google's goal of increasing pedestrian commuting in order to reduce drive-alone commute trips. The details of the street improvements will be as follows:

7<sup>th</sup> Avenue South Street Improvements:

SRM has volunteered to complete the missing segments of street improvements along the south side of 7<sup>th</sup> Avenue South which includes vertical curb and gutter, storm drainage collection, landscape strip with street trees planted 30 ft. on-center (the landscape strip and street trees can be eliminated in due to slopes or where necessary to save existing trees), and a 5 ft. wide sidewalk. The street improvements shall complete any missing links along the south side of 7<sup>th</sup> Avenue South from the Google property west to State Street South.

6<sup>th</sup> Street South Street Improvements:

The City is competing to obtain grant funding for constructing the missing link on 6th Street South. Based on discussions with the applicant, if the City receives a grant, SRM would contribute the necessary matching fund required to obtain the funding. If the City is not successful in getting a grant, SRM has volunteered to complete the missing segments of street improvements along the west side of 6<sup>th</sup> Street South which includes vertical curb and gutter, storm drainage collection, landscape strip with street trees planted 30 ft. on-center (the landscape strip and street trees can be eliminated in due to slopes or where necessary to save existing trees), and a 5 ft. wide sidewalk. The street improvements shall complete any missing links along the west side of 6<sup>th</sup> Street South from the Google property that fronts on 6<sup>th</sup> Street South (Google Phase I) north to Kirkland Avenue.

*Traffic Count Variation*

There was public concern that the traffic analysis was done in the summer when traffic is presumably lower than typical. The future traffic volumes used in the traffic analysis were based on traffic counts taken in the Fall and represent typical conditions. The signal warrant counts were completed in July. The seasonal variation in traffic volumes between Summer and Fall is small and would not change the results of the traffic signal warrants.

**Traffic Safety**

Traffic accident data from 2009 to 2011 for the impacted intersections were reviewed to help the City determine high accident locations, traffic accident patterns and possible mitigation. Of all the intersections analyzed, NE 85th Street/114th Avenue NE and NE 70th Pl/I405 SB Ramp has accident rates higher than the City's average of 0.72 accidents per 1 million entering vehicles.

Memorandum to Jon Regala  
September 4, 2013  
Page 7 of 14

*NE 85th Street/114th Avenue NE*

At NE 85th Street/114th Avenue NE there were 12 accidents in 2009 and 2011 and four accidents in 2010. Most of the accidents at the NE 85th Street/114th Avenue NE intersection were rear-ends and left-turn accidents. These two types of accident are typical at signalized intersections. It appears that most were due to left-turn vehicles not yielding or inattentiveness. The intersection has no visual obstruction from approaching vehicles and is not substandard. Since there isn't a continual pattern of increasing accidents and there is no deficiency at this intersection that would contribute to the traffic accidents, no mitigation is required by the project.

*NE 70th Pl/I405 SB Ramp*

NE 70th Pl/I405 SB Ramp- In closer examination, 2011 is the year when accidents at the intersection of NE 70th Pl/I405 SB Ramp contributed to an above average accident rate. The accident rates for the previous two years were less than the City's average. The majority of the accidents were rear-end accidents which are common at signalized intersections. The intersection has no visual obstruction from approaching vehicles and is not substandard. This intersection is the jurisdiction of the Washington State Department of Transportation (WSDOT). Since there isn't a continual pattern of increasing accidents and there is no deficiency at this intersection that would contribute to the traffic accidents, no mitigation is required by the project.

Traffic accidents along the site's frontages are very low. Thus, no additional analysis was done. Safe sight distance exists at both driveways off 6th Street South and the proposed driveways off 7th Avenue South will be designed to meet the City safe sight distance requirements. Thus, it is anticipated that the traffic from the site driveways will operate safely.

**Parking**

The applicant proposes to provide 721 parking stalls in a two level parking garage on site. With 165,759 square feet of office space, the calculated parking rate is approximately 1 stall per 230 square feet. The gross floor area (180,000 square feet) used for traffic impact assessment is based on measuring the outside perimeter of the building. However, for parking calculation the City's code requires using the gross floor area based on the interior wall dimension. The City's parking requirement for office is one stall per 300 square feet of gross floor area which equates to 553 stalls for a 165,759 square foot office building. The proposed parking supply exceeds the City minimum parking requirement.

The existing Google Phase I building has one parking stall per 294 square feet of gross floor area (185,487 square feet / 631 parking stalls). A parking utilization study was completed for the existing Google building to determine actual parking demand by Google. The study indicated there were 391 occupied parking stalls. This translates to a parking demand rate of one parking stall per 474 square feet of gross floor area which equates to a utilization of 62% of the Phase I campus parking supply.

If Google's parking demand rate (one parking stall per 474 square feet) is applied to the proposed building, only 350 parking stalls are needed for the proposed development (165,759 square feet / 474 square feet per stall). Typically a 15% over supply is used to

Memorandum to Jon Regala  
September 4, 2013  
Page 8 of 14

account for fluctuation in demand. Using this factor would result in a need for only 412 parking spaces (350 / 85%).

A more accurate assessment of parking demand is to base it on the number of employees. This is particularly useful when we know the tenant of the building and their estimated future employment. According to Bill Popp and Associates, at the time of the parking study there were 594 employees at the site occupying 391 parking stalls. This calculates to a parking demand of 0.66 stall per employee (391 occupied stalls / 594 employees). Using this parking rate, the proposed project with 800 employees would require 528 parking spaces (800 employees x 0.66 stall per employee). Adding a 15% cushion to account for fluctuation as discussed earlier, the parking supply needed is calculated to be 621 spaces (528 parking spaces / 0.85).

Excessive parking supply is counter to reducing commute trips and works against the principles of Transportation Demand Management (TDM). Staff suggests the applicant reduce the parking supply to 621 spaces.

Results from Google's employee commute survey show that twelve percent of Google's employees are carpooling and vanpooling to work. To meet the State trip reduction requirements, Google is required to further reduce drive-alone trips. These two modes of commute are the most successful provided that the employment sites provide preferential parking and incentives. The proposed project should provide preferential parking equal to 15% of the estimated employees to be commuting to work. Thus, at a minimum provide 120 (800 employees x 0.15) designated high-occupancy vehicles (HOV). However, the number of HOV stalls should be provided based on the biannual employees commute survey whichever is higher. These preferential parking stalls should be located closest to the building entrances.

Based on the most recent commute trip survey for Google, 10% of its employees are biking and walking to work. Thus, lockers and bike racks should be provided equivalent to 10% of the number of employees, a minimum of 80 bike racks and lockers. Shower facilities and changing rooms should be provided to accommodate non-motorized commuters.

### **Transportation Demand Management (TDM)**

The tenant of the proposed development will be Google. The State Commute Trip Reduction (CTR) requires employees like Google that have 100 or more employees that commute during regular commute period to implement a Transportation Demand Management program to reduce commute trips. Currently, Google has a TDM that is approved by the City. The current requirements for existing Google building will be applied to the new building. The City of Kirkland requires office development larger than 50,000 square feet to implement a TMP in addition to the employee CTR requirements. In general, staff agrees with the proposed TDM plan discussed in Section XI of the traffic report. More specifically, a TMP as described in attachment A should be recorded with the building in addition to Google's CTR requirements.

### **Cut-through Traffic**

There is no evidence of cut-through traffic on 7th Street South and 8th Street South from Google employees. There are speed humps on 8th Street South to discourage speeding and cut-through traffic. There have been no public complaints about cut-through traffic on

Memorandum to Jon Regala  
September 4, 2013  
Page 9 of 14

Kirkland Avenue east of 6th Street South. The future signalization of 6th Street South/Kirkland Way should reduce any existing cut-through traffic. Thus, no mitigation is required.

### **Road Impact Fees**

Per City's Ordinance 3685, Transportation Impact Fees are required for all developments. Road impact fees are used to construct transportation improvements throughout the City. The gross road impact fee for the proposed development will be \$1,373,400 (\$7.63 per square foot x 180,000 square feet). No credit is given to the previous use since it was vacant at the time the most current road impact fee study was completed and a new road impact fee schedule was established and therefore did not generate vehicle trips and was not accounted in establishment of the road impact fee.

The final impact fee shall be determined at building permit acceptance based on the actual gross building floor area defined by the outer wall perimeter not including the parking garage. The applicant will receive a credit against the assessed road impact fee for the installation of the traffic signal at 6<sup>th</sup> Street South/Kirkland Way.

### **Staff Recommendations**

Public Works Staff concludes that the proposed project will not create significant traffic impacts at affected off-site intersections. The channelization on 6th Street South between 9th Avenue South and NE 68th Street will be determined through a separate queue analysis of that segment conducted by the City.

The City will evaluate on-street parking impacts after the completion of South Kirkland Park and Ride facility to determine necessary mitigating measures as necessary.

Staff suggests the applicant reduce the proposed parking supply from 721 to 621 spaces to promote the transportation management plan and support Google's effort to reduce drive-alone commute trips as required by the State.

The proposed traffic improvements that the applicant is proposing will mitigate the traffic impacts created by the development. In reference to the mitigations proposed in Section XIII of the traffic report, staff recommends approval of the proposed project with the following mitigations. The applicant is responsible for installing all mitigations prior to the occupancy of the new building unless otherwise specified below:

- Pay Road Impact Fee.
- Install a traffic signal at the intersection of 6th Street South/Kirkland Way with exclusive left-turn lanes for all approaches per City's guidelines. The City will install the signal and the applicant will pay for all costs including but not limited to engineering, construction and right-of-way acquisition.
- Install a traffic signal at the intersection of 6th Street South/9th Avenue South per City's guidelines. The City will install the signal and the applicant will pay for all costs including but not limited to engineering, construction and right-of-way acquisition.
- Construct the missing link of sidewalk on the west side of 6th Street South between Kirkland Avenue and the Google campus per City's guidelines. In addition, construct a crosswalk near 5<sup>th</sup> Street South as part of the sidewalk construction.

Memorandum to Jon Regala  
September 4, 2013  
Page 10 of 14

- Roadway signs shall be installed to restrict commercial trucks from accessing the site from 5th Place South.
- Construct the missing segment of sidewalk on 7th Avenue South between State Street and the project frontage to City guidelines.
- Construct the necessary traffic barrier to exclude project traffic from using 7th Avenue South, west of the project site according to Public Works, AASHTO and MUTCD design guidelines.
- Construct an at-grade crossing across the Cross Kirkland Corridor trail based on a design approved by the City to meet Public Works, AASHTO and MUTCD design guidelines. There is no need to signalize the crossing at this time, but the crossing design should take eventual signalization into account.
- Implement a TMP as described in Attachment A
- At a minimum, provide 120 preferential HOV parking closest to the building entrances as discussed in the TMP section of this memo.
- At a minimum, Provide 80 bicycle racks and 80 lockers, and shower facilities for bike commuters.
- Shower facilities and changing rooms shall be provided to accommodate non-motorized commuters.

Contact me if you have any questions or need clarification.

cc: Rob Jammerman, Development Engineer Manager  
File- Energov

Memorandum to Jon Regala  
September 4, 2013  
Page 11 of 14

## Attachment A

### **CITY OF KIRKLAND TRANSPORTATION MANAGEMENT PLAN FOR : Sit Address FILE NO. :**

---

This Transportation Management Plan (TMP) has been developed to provide for the transit and ridesharing needs for the (occupants/employees) of the above mentioned project located at:

Site Address . The purpose of the TMP is to reduce the number of single-occupant vehicle trips generated by the subject property and to assist in mitigating the traffic impacts of the project on streets in the project vicinity.

#### **Project Description**

- Address:
- Number of occupants projected:
- Number and type of parking spaces:

#### **Definitions:**

For the purpose of this TMP, the following words, acronyms or phrases, when used within this document shall have the following meanings:

BTC - means Building Transportation Coordinator and is generally an employee of the building owner or the property manager.

TC - means Transportation Coordinator and is a liaison on site (one representative for each of the companies within a site in the case of a multiple tenant office building), within a TMP conditioned building(s). Each coordinator is identified to represent their respective company for the purposes of survey, promotions and assisting their employees with commuting issues.

Drive-alone- means employee that drive alone to work.

#### **TMP Goals**

The goal of this TMP shall be to reduce the number of drive-alone trips to the site by 10%. An initial commute trip survey shall be completed for all tenants to determine the 10% drive-alone trip reduction.



Memorandum to Jon Regala  
September 4, 2013  
Page 13 of 14

(BTC) shall be appointed for the entire building. The BTC will coordinate and administer the owner's TMP responsibilities, and shall receive sufficient support and direction from management to carry out these responsibilities effectively. The name, phone number and fax number of the building BTC shall be forwarded to the City planning department. The BTC will perform the following duties:

Commuter Information Center (CIC): maintain and stock the center, including prominent display of building BTC name and phone number, bus transit schedules, and posting of Ridematch Bulletins and signs when made available.

- a) Commuter Information Packet: The BTC shall prepare a Commuter Benefits brochure, containing information on all commute-related amenities, programs and benefits provided by the owner. The BTC shall distribute this, along with other commuter information deemed appropriate by the City, each(occupant/employee). The brochure and packet contents shall be updated and distributed on an annual basis to all (occupants/employees), and to new (tenant employees/employees) at time of (occupancy/hiring).
- b) Promotions: The BTC shall promote alternatives to SOV commuting by implementing the promotional campaigns made available by the City. All costs shall be incurred by the owner.
- c) Training/Network Group Meetings: The BTC will attend a TMP training session and local network group meetings as made available by the city or its representative.
- d) Annual Report: The BTC shall complete and submit a report form each year or at a time designated by the City, documenting TMP activities. The applicable form will be provided by the City or its agent.
- e) Biennial Survey: Within a reasonable time after occupancy is attained, the BTC
- f) will conduct an initial survey to determine the existing amount of non-SOV commuting and assist in determining future potential.
- g) Guaranteed Ride Home Program: The BTC will be responsible for administering the program and making it available to site occupants.
- h) Transit Subsidy: The BTC will be responsible for administering the program and making the subsidy available to site occupants. The BTC shall coordinate with Metro to provide the subsidy through on-site pass sales or by providing reimbursement through Commuter Bonus Vouchers or other acceptable method.

Memorandum to Jon Regala  
September 4, 2013  
Page 14 of 14

- i) The TMP may be subject to modifications based on progress towards goal as measured by biennial surveys.
- a. This TMP shall be recorded with King County as part of the covenants, conditions and restrictions of the project to assure its implementation. The TMP shall run for the duration of the current use of the building, and shall be binding on the heirs, successors and assignees of the parties.